



JOB OPPORTUNITY

Associate Governmental Program Analyst/\$4255-\$5172 IT Procurement & Contracting Unit/Administrative Services Branch Administration Division

The Department of Technology Services has an immediate opening for a permanent, full-time Associate Governmental Program Analyst position within the IT Procurement & Contracting Unit, Administrative Services Branch. Location of this position is Mid-town Sacramento, Alhambra Boulevard. Parking is free.

Essential Functions:

- Develop and/or review contract specifications.
- Coordinate/draft/finalize complex contracts, inter-agency agreements, reimbursable service agreements and amendment documents.
- Provide consultation/technical assistance as it pertains to contracting activities.
- Research, analyze and make recommendations concerning complex legal policy issues on contracting activities.
- Systematically plan, develop, implement, and guide the more difficult and technically complex review of contract projects.
- Must be able to relate and advise departmental staff of legal opinions and guidelines provided by control agencies.

Work Environment Requirements

Must be able to sit for extended periods of time and have full movement from a sitting position to retrieve files above the head. Must be able to use a personal computer and telephone (adaptive equipment may be utilized). Must be able to retrieve and replace files that contain paper documents with a thickness of four inches.

Desirable Qualifications:

- Non-IT Service Agreement Experience
- Demonstrate Customer Service Experience
- Excellent Time-Management Skills

THIS POSITION IS SUBJECT TO THE PROVISIONS OF POST AND BID.

Applications will be accepted only from individuals currently at the Associate Governmental Program Analyst level, or applicants who have transfer or promotional eligibility. Applications will be screened based on desired qualifications, and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions.

Final File Date: UNTIL FILLED. Interested applicants must submit a State application to:

DEPARTMENT OF TECHNOLOGY SERVICES
P. O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Richele Orcutt/RPA Number 06-211
(916) 464-3710

It is the objective of the State of California to achieve a drug-free state work place, any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

Telephone Relay Service for the deaf or hearing impaired: TDD Phone (800) 735-2929; Voice Phone (800) 735-2922

THE DEPARTMENT OF TECHNOLOGY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.

"Equal employment opportunity to all regardless of sex, race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."

